

FAQs

University of Illinois Policy: “Protection of Minors”

Updated January 15, 2016

1. What is “ANCRA”?

*“ANCRA” stands for the [“Abused and Neglected Child Reporting Act”](#). It is an Illinois law that requires certain individuals to report to the Illinois Department of Children and Family Services if they suspect child abuse or neglect.*

2. What is a “mandated reporter”?

*A “mandated reporter” is an individual who must report suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.*

3. What is a “Member of the University Community”?

*A “Member of the University Community” is any employee, volunteer, or contractor of the University of Illinois. These individuals should be familiar and comply with the provisions of the Protection of Minors policy.*

4. I am an employee of the University of Illinois. What do I need to do to comply with this policy and the ANCRA law?

*Employees must take the University of Illinois education program “Child Abuse and Neglect Reporting Requirements for Personnel” and sign the Department of Children and Family Services (DCFS) Acknowledgement of Understanding. If an employee suspects abuse or neglect of a minor then they must call DCFS at 1-800-25-ABUSE. They must also contact University police. Furthermore, all employees who have reasonable cause to suspect that a child has died as a result of abuse or neglect should immediately report his suspicion to the appropriate [medical examiner or coroner](#).*

5. I am a volunteer of the University of Illinois. What do I need to do to comply with this policy?

*Volunteers must take the University of Illinois education program “Child Abuse and Neglect Reporting Requirements for Volunteers and Contractors” and sign the “U of I Volunteer/Contractor Identification and Protection of Minors Acknowledgement Form”. If a volunteer suspects abuse or neglect of a minor then they must contact University Police. The [volunteer education program](#) can be found on the [University Human Resources website](#).*

6. I am a contractor of the University of Illinois. What do I need to do to comply with this policy?

*Contractors must take the University of Illinois education program “Child Abuse and Neglect Reporting Requirements for Volunteers and Contractors” and sign the “U of I Volunteer/Contractor Identification and Protection of Minors Acknowledgement Form”. If a contractor suspects abuse or neglect of a minor then they must contact University Police. The [contractor education program](#) can be found on the [University Human Resources website](#).*

7. What is the “acknowledgement of understanding”?

*The “acknowledgement of understanding” is simply a certification to be completed after the mandatory education program indicating your understanding of the requirements of a mandatory reporter. All University employees are considered mandatory reporters based on Illinois law.*

8. When will I sign the “acknowledgement of understanding”?

*Most employees completed their education requirement and signed the acknowledgement of understanding during the Spring or Summer of 2013. If you have not completed it please contact [protectminors@uillinois.edu](mailto:protectminors@uillinois.edu) to make arrangements to comply. Employees new to the University will complete the education program and sign the acknowledgement in UI New Hire. If you are unsure of your completion status, please contact [protectminors@uillinois.edu](mailto:protectminors@uillinois.edu).*

9. Do U of I departments need to collect the acknowledgement forms?

*Departments do not need to collect acknowledgement forms for employees. University Human Resources is collecting and will retain these forms. However, departments must identify volunteers and contractors in their units and provide them with the education material. Departments are also responsible for collecting and retaining the acknowledgement forms for volunteers and contractors. The education material can be found on the [University Human Resources website](#).*

10. I have been a mandated reporter for many years and signed the acknowledgement of understanding years ago. Do I need to re-sign it?

*Yes, all University employees are expected to complete the FY2013 education program and sign the acknowledgement of understanding. Illinois law requires this acknowledgement to become a part of the employee’s personnel record.*

11. Do I need to sign the acknowledgement of understanding every year?

*University policy and Illinois law requires only an initial acknowledgement. We do expect the mandatory education program to be included in future training programs or to be included in annual reminders just to keep the topic fresh in employees’ minds.*

12. What if I do not sign the acknowledgement of understanding?

*Failure to comply with the provisions of University policy related to ANCRA training may result in discipline in accordance with University policy, up to and including termination of employment and/or dismissal from the University.*

13. Is the acknowledgement of understanding different from the training on sex discrimination, sexual harassment, and other sexual misconduct (including sexual assault, sexual violence, and sexual abuse)?

*Yes, the ANCRA education program and acknowledgement form is separate and distinct from the training on sex discrimination, sexual harassment, and other sexual misconduct (including sexual assault, sexual violence, and sexual abuse). The education program on sex discrimination, sexual harassment, and other sexual misconduct (including sexual assault, sexual violence, and sexual abuse) may reference ANCRA-related issues but will not contain the acknowledgement of understanding that is required by ANCRA.*

14. What if I do not have access to a computer?

*Arrangements will be made for paper-based training for those individuals with no computer access in their workplace.*

15. I am a therapist who counsels patients who have abusive personalities or have a history of abuse. Am I required to report if I suspect abuse?

*Yes. If you suspect abuse of a child you must report it.*

16. What if I see or suspect abuse at a grocery store while shopping on the weekend? Do I need to report it?

*It depends. You are only required to report acts of suspected abuse or neglect that you discover in your professional or official capacity as a University employee, including (but not limited to) any abuse that you may witness on University property or at a University-sponsored event. Thus, if at the grocery store you converse with one of your students who is a minor and are informed by the minor student that he or she was being abused, you would have a duty to report that information because you know that student in your official or professional capacity as a University employee. If, on the other hand, you witness abuse at the grocery store of a minor who you do not know in your official or professional capacity, you would not have a duty to report. However, you are not prohibited from calling the DCFS hotline at any time. Please use your best judgment.*

17. I am a student whose coursework requires that I work with children. Am I considered a mandated reporter?

*Perhaps. Your professor and/or a training representative from the University will inform you of your reporting and training requirements.*

18. If I have additional questions, who should I contact?

*The following offices are designated contacts under this Policy.*

- a. [Department of Child and Family Services \(DCFS\)](#) hotline for reporting suspected child abuse or neglect: 1-800-25-ABUSE (1-800-252-2873).
- b. [Illinois Coroners and Medical Examiners Association](#) website for obtaining contact information to report the death of a child which is suspected to be due to abuse or neglect.
- c. *Police Services: For all emergencies, dial 911.*

<b>Office Name</b>	<b>Telephone Number</b>	<b>Website</b>
<b>Chicago</b> UIC Police	<b>Emergency</b> 911 or (312) 355-5555  <b>Non-Emergency</b> (312) 996-2830	<a href="http://www.uic.edu/depts/police/index.html">http://www.uic.edu/depts/police/index.html</a>
<b>Urbana</b> University Police	<b>Emergency</b> 911  <b>Non-Emergency</b> (217) 333-1216	<a href="http://www.dps.illinois.edu/universitypolice/">http://www.dps.illinois.edu/universitypolice/</a>
<b>Springfield</b> UIS Police	<b>Emergency</b> 911 or (217) 206-7777  <b>Non-Emergency</b> (217) 206-6690	<a href="http://www.uis.edu/police/">http://www.uis.edu/police/</a>

- d. *Policy clarification and interpretation:*  
**University Human Resources**  
<https://www.hr.uillinois.edu/protectminors@uillinois.edu>  
(217) 333-2590